

Equal Opportunity and Diversity Inclusion Advisory Committee

March 10, 2006

Meeting Minutes Approved (April 14, 2006)

Call to Order

Ms. Gina Nelson, Chair

Meeting called to order 10:04 a.m.

Roll Call

Present: Margaret Beall, Janice Berry, Audrey Craig, Gregory Frens, Brenda Edwards, Clyde Edwards, Sharon Jones, Shantelle Hawkins, Jeff Meaton, Donna Mullins, Georgina Nelson, Crystal Perry, Mian Rashid, Cindy Shackleton, Sherita Walker.

Excused Absence (year-to-date): Laura Martinez (1st), Hirut Mersha-Scarlett (1st), Geraldine Pasheek (1st), Theresa Root (1st)

Chair Report.

OIG update from 3/6/06 when Gina and Janice met with Musette and Al to report the findings. Meeting was positive. Very busy agenda today. SeDA will continue presenting Diversity Inclusion Initiative Leadership Training at 10:15 a.m.

Gina passed out the Performance Excellence Plan Steering Team Ground Rules. She asked all members to review it and to be prepared to discuss at the April meeting to about possibly adopting them for the EODIAC. Gina also asked everyone to think about cell phone rules added to the ground rules.

Housekeeping

None.

Approval of the Agenda:

Motion by Jeff, Second by Brenda. Passed Unanimously.

Approval of the Minutes for February 2006.

Motion by Jeff, Second by Brenda. Passed Unanimously

Staff Reports

Staff reports were not presented as normal as the morning was devoted continuation of leadership training. Dr. Mary participated in the training. James facilitated further discussions on the Communication Plan in the afternoon.

Janene McIntyre

Dr. Mary Hall-Thaim.

James Newsom.

Old Business

None.

New Business

SeDA Training. Continuation from last month.

Mechanics of presentations. The Toastmasters are a great resource for learning how to speak successfully in public. Their website is: www.toastmasters.org

Making Quality Presentations (10 tips)

1. Know your material
2. Practice. Practice. Practice!
3. Know the audience
4. Know the room
5. Relax
6. Visualize yourself giving your speech
7. Realize that people want you to succeed
8. Don't apologize for any nervousness or problem
9. Concentrate on the message – not the medium
10. Gain experience.

Last month we developed 30 second commercials for the committee as a team project. SeDA asked us all to develop and be prepared to give the commercial at this meeting.

Time was allotted to finish working on them and presenting to small groups.

30 Second Presentations: Using Hand and PREP Models

Say WHAT you do!
Say WHY this is important
Don't forget to BRAG
Be confident
PRACTICE

PRACTICE
PRACTICE

A second approach:

List traits that make your committee UNIQUE from other committees

Indicate the VALUE of those traits to those you are talking to

PRACTICE

PRACTICE

PRACTICE

After each presentation the group evaluated the presenter with 2 positive comments and 1 room for improvement comment.

The group then watched the film “Blue Eyes / Brown Eyes” adult version as opposed the youth version. A great discussion on how conditioning plays into stereotypes and discrimination.

SeDA stated that research has shown that: **85% of complaints are founded in truth, but many are hard to prove from a legal standard. Mostly likely there is an underlying cycle of conditioning that is involved. Most people do not complain just for the sake of complaining.** Organizations and committees must be aware that the majority of complaints are based on truth, even though they may not reach a legal threshold.

Broke late for lunch.

The committee discussed having a training goal of 1 per quarter for themselves to continue with professional development of themselves and the committee.

James joined the committee after lunch to continue facilitating the discussion of the role of the committee and what we are going to do for DHS.

Communication Plan:

Current: Web-site and articles

Desired:

- Who we are
- What we are
- Role (with inclusion initiative)
- Minutes to executive staff – after sign charter
- Strategic plan (where are we at)
- Annual plan and goals
- Year end report
- Role of member in their work location (resource person)
- Events calendar
- Audience (subgroups)
- Site visits
- Different venues

Director and type of interaction

Goals:

1st Goal: Develop procedures on how members receive information outside of this body. Due date: End of June 2006.

2nd Goal. Communication Plan completed. Due Date: May 2006 meeting.

3rd Goal. Information placed on Web. Due Date: Starting NOW and ongoing.

4th Goal. Award System. Due Date: August 2006.

Recommendations:

Current: DII and Leadership.

Desired: Training content to NSI, NDI, and to New Employees. HR, EEO and DI.

Goal: Committee will provide input on all policy changes to EEO, HR and DI

Motion to extend meeting by 10 minutes made by Brenda, seconded by Sharon. Passed Unanimously.

Under our plan motion to recommend the presentation piece be handled by the communication sub committee made by Brenda, seconded by Jan. Passed Unanimously.

Good of the Order.

Have a safe trip!

Motion to Adjourn: Made by Jeff, seconded by Shantelle. Passed Unanimously.

Next committee meeting is set for April 14, 2006. 9 a.m. sharp and will go till 4 p.m. Be prepared to hit the ground running it will be a full day again!